

DEPARTMENT OF HEALTH PROFESSIONS - DIRECTIVES

DIRECTIVE NO.: **112**

EFFECTIVE: **6-13-03**

SUPERSEDES: _____

APPROVAL: /s/ Robert A. Nebiker

1.12 Extension of time for active duty servicemen

Purpose: To ensure agency compliance with Chapters 998 and 1027 of the 2003 Acts of the Assembly, which provides: *“That notwithstanding any other provision of law, the Department of Professional and Occupational Regulation, the Department of Health Professions, the Supreme Court of Virginia, and local governing bodies shall extend the time allowed to comply with certification or licensure requirements, including those pertaining to the application for or renewal of any license, certificate, registration or authority, until one year after the person's release from active military duty, if the person is on active military duty during 2003 and such extension would not constitute a danger to the public health, safety or welfare. The provisions of this section shall expire on July 1, 2004.”*

Policy: To make arrangements as necessary to ensure that active duty service people are accorded the benefit of an extension of time for any deadline pertaining to initial application or renewal applications. Extensions should be for one year after the person's release from active duty, following the effective date of the act, which is April 2, 2003, or until its expiration on July 1, 2004.

Procedure:

1. As soon as is feasible, the executive director of each health regulatory board shall publicize the availability of the extension benefit in application instructions, websites and newsletters.
2. Upon determination that any licensee (defined as inclusive of persons who hold a registration or certification from a board within the Department) meets the above criteria and has been charged a late fee or required to reinstate a license since April 2, 2003, the licensee shall be eligible for a refund.
3. All staff who process applications or renewals shall be aware of the policy to assist licensees or applicants who may be eligible for this benefit.
4. A copy of military orders or form DD214 placing the licensee on active duty shall be considered sufficient documentation to determine eligibility.
5. Extensions of time for completion of application or renewal requirements or refunds for

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active duty service are retroactive from April 2, 2003 and expire on July 1, 2004, unless extended by an act of the 2004 General Assembly.